

IMPORTANT TIPS FOR THE USE OF CONTROLLED SUBSTANCES IN RESEARCH

CONSIDER THIS!

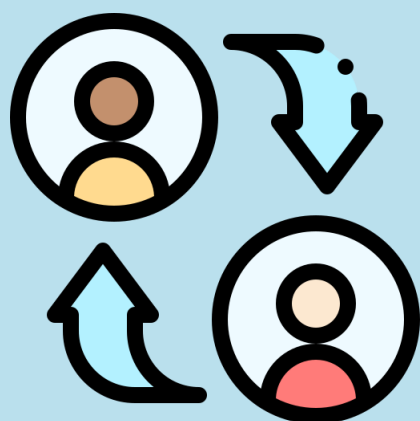


NEW USER? PLAN AHEAD!

The process takes time with DEA, GDNA, and GBP (submitting paperwork and scheduling a pre-inspection visit may take up to 8 weeks). You cannot order the drug before all the process is done

CURRENT USER WITH PAPERWORK CONCERNS

Check the forms on our website, make sure you have done your biennial inventory (use [Form 6](#)), and you are keeping track of your required logs

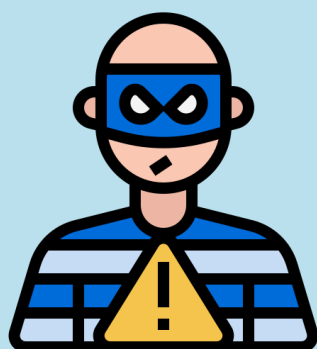


CHANGING LOCATIONS OR MOVING THE DRUG?

You need to submit a modification to your original application to DEA, GDNA, and GBP and go through the inspection process if you are moving the drug location. This also applies if moving the drug from a cabinet to a different cabinet or new storage area if not initially approved.

ARE YOU GETTING INSPECTED?

If DEA has announced an inspection, let us know! We can help you prepare and tell you what to expect!



IS THE DRUG LOST OR YOU SUSPECT A THEFT?

You don't have much time to report this! Use [Form 5](#) for internal reporting, and report it to DEA within 1 business day and GDNA within 48 hours!

"REGISTER" WITH ORIC!

Register your license with our office, so we can keep you informed of changes in the regulation or internal Emory policies and procedures. We are here to help you!



HELP!

WE CAN HELP!

We help you prepare for the pre-inspection needed for new registrations or to ensure you are inspection-ready. Prevent delays or fines!

Contact us at oric@emory.edu or visit our website at <https://rcra.emory.edu/oric/index.html>